



## WORKFORCE SYSTEM OVERSIGHT COMMITTEE

Oklahoma State University – Oklahoma City, Business and Technologies Building BT304

900 N. Portland Avenue, Oklahoma City, Oklahoma 73107

November 8, 2019 at 1:30 PM

### AGENDA

	<b>Agenda Item</b>	<b>Speaker(s)</b>	<b>Time</b>
1.	Welcome and Introductions	Co-chairs	1:30 – 1:35pm
2.	Review of 6/28/2019 and 8/26/2019 minutes <i>(for Approval)</i>	Co-chairs	1:35 - 1:40pm
3.	2020 Meeting Schedule <i>(for Approval)</i>	Co-chairs	1:40 – 1:45pm
4.	Update on Waiver Process	Don Morris	1:45 – 1:55pm
5.	Local Workforce Development Area Center Certification Recommendations <i>(for Approval)</i>	Don Morris	1:55 – 2:00pm
6.	Discussion on Systems Oversight Subcommittee	Stephanie Roe & Darcee Simon	2:00 – 2:10pm
7.	OOWD Update	Don Morris	2:10 – 2:25pm
8.	Open Comment Discussion on Agenda Items	Co-chairs	2:25 – 2:35pm
9.	Old Business	Co-chairs	2:35 – 2:40pm
10.	New Business	Co-chairs	2:40 – 2:45pm
11.	Adjourn	Co-chairs	2:45pm

Next meeting date December 13, 2019

### *Notes on Items for Approval:*

#### **2. Review of 6/28/2019 and 8/26/2019 minutes**

Meeting minutes for June and August. There was not a quorum for the August meeting, so no business was conducted.

#### **3. 2020 Meeting Schedule**

Regular committee meetings to be posted through Secretary of State's website by December 15th for Open Meetings Act compliance.

#### 5. *Local Workforce Development Area Center Certification Recommendations*

Local workforce boards are responsible for certifying their American Job Centers every two years and have submitted documentation of compliance with [OWDI #01-2019](#).

#### Minutes of Meeting

<b>Members Present:</b>	Katie Altshuler	Richard McPherson	Dee Hays
	Marty Williams		
<b>Members Absent:</b>	Valerie Thompson		
<b>Staff Present:</b>	Don Morris	Darcee Simon	
<b>Guests Present:</b>	Trina Southard	Ashley Sellers	Eddie Foreman
	Rachel Hutchings		

#### Welcome and Introductions

With 3 committee members present, a quorum was established and the meeting began at approximately 1:36pm. Richard McPherson welcomed everyone and invited all members and guests to introduce themselves. Darcee Simon informed the committee that one member, Marty Williams, was running late and was expected to arrive soon.

#### Review of 6/28/2019 and 8/26/2019 minutes

Darcee reminded the committee members that there was not a quorum at the August 26, 2019 meeting, so no business was conducted as reflected in the minutes. Dee Hays made a motion to approve the June 28, 2019 and August 26, 2019 meeting minutes and Richard McPherson seconded the motion. The motion passed without objection.

#### 2020 Meeting Schedule

Darcee presented the five options for 2020 meeting dates based on feedback she had received from committee members regarding their availability and the best days of the week and times of day to meet. She stated that the meeting schedule would follow the same bimonthly format with the addition of a January meeting to the schedule so the committee could convene before the first Governor's Council meeting of the year. The committee discussed the options and identified Wednesday mornings as the best time to meet. Richard suggested they wait to vote until Marty arrived so that his availability could be verified and the other committee members agreed.

## Update on Waiver Process

Don Morris advised the committee members that the two requests for waivers had been received from the local areas. Those two requests in addition to the state policy were sent to committee members in the materials to review in preparation for the meeting. Don stated that the recommendation from OOWD is to not move the requests forward. He expressed an interest in developing a task force to collaborate on solutions to work through the challenges posed in the requests. Richard asked who would compose the task force and Don responded that it would be a joint team of local area directors and OOWD staff subject matter experts on the ETPL and Youth. Richard asked Don to clarify the rationale for denying the requests. Don noted that in the shift from WIA to WIOA, all local areas have met the 75% threshold for serving out-of-school youth and cited a lack of data in the waiver requests that provide evidence of barriers that would be removed by a waiver. Don stated that he would like to continue the discussion on this issue with local areas. Richard asked for more clarification on the timeline of a taskforce and Don responded that with WSOC's approval, OOWD would begin working on that immediately.

## Local Workforce Development Area Center Certification Recommendations

Don reminded the committee that center certification had been approved at the October 25, 2019 Governor's Council meeting for the South Central, Northeast, Eastern, Central, and Tulsa local areas. Two areas had received an extension for center certification, Western and Southern, and two centers had received an extension in the Central area. There was also an error for the certification of the Sapulpa AJC in the Tulsa area which was approved as an Affiliate center, but should be a Comprehensive center. Dee made a motion to approve the center certification for Western and Southern as well as the Sapulpa center correction. Katie seconded the motion. The motion passed without objection.

## Discussion on Systems Oversight Subcommittee

Darcee informed the committee that the Stephanie Roe sent her regrets but was unable to attend today's meeting. Darcee reminded the committee members that the System Oversight Subcommittee (SOS) is the working arm of WSOC and is their only subcommittee. Their primary focus is to develop and vet state system policies prior to WSOC approval. She referenced the work of SOS last year in revising and developing a new checklist for center certification in partnership with local area representation on a taskforce. Darcee noted that DOL has previously recognized using this group of system partner stakeholders for policy development as an innovative practice. Darcee referenced the attached handout about the SOS including past partner representation and proposed 2020 goals. She noted that the subcommittee has expressed an interest in having a closer connection with WSOC to ensure

alignment with the strategic priorities of the Governor's Council. Darcee suggested including a subcommittee update as a standing agenda item for future WSOC meetings. The top priorities of this subcommittee are reviewing the updates for the local and regional plans, an accessibility certification policy and process, and research on referral processes across local areas to identify best practices and recommendations. Darcee cited the model that the Healthcare Workforce committee of the Council to conduct research and produce recommendations for policy or system improvement.

At approximately 1:55pm, WSOC committee member, Marty Williams, joined the meeting and was welcomed by the co-chairs.

Darcee also mentioned that she and Stephanie were making the recommendation for the subcommittee to meet at local American Job Centers to deepen their understanding of the context of local areas across the state. She stated that the subcommittee would meet on November 19<sup>th</sup> to discuss their goals and begin reviewing local and regional plans.

## 2020 Meeting Schedule

Before proceeding to Agenda item #7, Richard asked Marty to confirm his availability for 2020 meeting dates. Marty agreed to option D, on Wednesday mornings. Richard asked for a motion to approve the meeting schedule. Katie moved to approve the 2020 meeting dates and Marty seconded the motion. The motion passed without objection.

## OOWD Update

Don began his update by sharing that Secretary Kouplen was interested in re-launching the Launch Oklahoma initiative for high school equivalency completion with a press release and updated website soon. This was an initiative under the previous governor's administration that the new administration would like to continue to prioritize. Don also shared that there is now an app available for OK JobMatch and the office was heavily promoting that new release. Katie asked when the press releases for Launch Oklahoma will go out and Don responded that the goal was this month.

Don shared that there is a new Business Services task force that has held their first meeting to begin defining the role and developing performance indicators for business services staff. OOWD has set aside funding to support this work at the local level and the task force is a group of stakeholders from every local area including One-Stop Operators, board staff, etc.

Don mentioned staff changes in OOWD resulting from his priority to shift director level roles to service-oriented roles and add capacity in the areas of finance and performance. There have also been duties related to case management, monitoring, and performance reporting that

have been shifted between roles and updated job descriptions. He stated that the Oklahoma Department of Commerce (ODOC) leadership and HR team has been consulted and included in this decision-making in preparation for the administrative transition from OSU-OKC to ODOC. Katie asked when that move occurs. Don responded that the last day at OSU-OKC is December 31<sup>st</sup>, but reminded the committee that there is no physical move and the main change is that the employer of record will change from OSU-OKC to ODOC. Marty asked about future plans to physically move the office and Don responded that there is currently no space unless/until the department of Tourism relocates.

Don stated that the Governor has reviewed new membership for the Governor's Council and he anticipates that there will be 9 new members added as previous council members are completing their terms of service. The names and announcements will be shared as the appointments and acceptances are finalized. The Governor seeks to enhance the engagement and diversity of council membership. Scott Hayworth from Dell was recently announced and is a great example of an employer who is familiar with our system because they use it.

Don shared that next week is National Apprenticeship week and the Governor signed a proclamation making it apprenticeship week in Oklahoma as well. There will be a press event at Collision Works in South Oklahoma City and Don will be the keynote speaker for the event. Katie asked Don if there is a new Director of Apprenticeship and Work-based learning and Don responded that there isn't, but he recognizes the need for an individual to own and lead those efforts.

### Open Comment Discussion on Agenda Items

Darcee informed the committee that there were no sign-ups for open comment.

### Old Business

None.

### New Business

None.

### Adjourn

Richard asked for a motion to adjourn the meeting. The motion was made by Dee and seconded by Marty. It passed without objection. The meeting adjourned at approximately 2:14pm.

Next meeting date December 13, 2019.

Respectfully submitted,  
Darcee Simon